



BEST PLUMBING SPECIALTIES, INC.

Job Description Form

Division/Department	Sales
Location	Corporate Office
Job Title	Inside Outside Sales Associate
Reports to	Sales Manager

Level/Grade	Type of position:	Hours <u>40</u> / week
	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Contractor	
	<input type="checkbox"/> Intern	

GENERAL DESCRIPTION

Best Plumbing Specialties sells supplies and materials to maintenance professionals working in Commercial Real Estate, Correctional Facilities, Healthcare, Educational Facilities, Government – Military, Hospitality and Multi-family Housing. The Inside/Outside Sales Associate will be responsible for developing new accounts and increasing sales in existing accounts. The Inside/Outside Sales Associate is responsible for calling on 75 to 100 prospects per week to generate new accounts. The Inside/Outside Sales Associate will also service existing accounts as determined by the sales management team. The Inside/Outside Sales Associate will work together with the Inside/Outside Sales Manager on bids, as well provide sales support for the new reps. The main goal of the Inside/Outside Sales Department is to sell and increase market share in areas where Best is not currently represented by a full-time outside salesperson.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The Inside/Outside Sales Associate will be required to travel a minimum of 4 times a year, to a their specific sales location(s) which will be determined by the Sales Management Team.
- When the Inside/Outside Sales Associate is out in the field they must be able to perform the selling basics. They must be able to show and sell the customized kit box, Monthly New Items, catalog items, and non-catalog items. They will need to be able to properly survey a facility and customize a catalog(s). And they must be able to ask for the hard to find parts.
- The Inside/Outside Sales Associate will need to attend the Annual Sales Meeting.
- Submit his/her expenses within company guidelines.
- Exhibit a professional business ethical code by setting an example for account reps in areas of personal character, commitment, organizational and selling skills, and work habits.
- Ability to interact and cooperate with all company employees.
- Show competence and cooperation with all company sponsored technology
- Constantly strive toward continuing professional growth by working to improve sales skills, training skills, business skills and product knowledge.
- Perform any reasonable duties assigned by the sales management team.
- Perform assigned duties with minimum personal supervision from the sales management team.
- Provide sales and marketing concepts by contributing product and pricing ideas as well as Technical products

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that could enhance our customer service levels and or our profitability.

- Maintain communications with and follow up on the development of accounts in their assigned territory.
- Review plans to maximize productivity and minimize expenses especially when making travel and hotel arrangements. Communicate with Sales management before incurring expenses outside acceptable guidelines or limits. All travel and expenses will be for business purposes only.
- Avoid any appearances of entitlements.
- Be consistent in dealing with Outside and Inside/Outside Sales reps, reporting violations of company policies to sales management team.
- Work with sales management team on recruitment. Assist the sales management team as needed on interviews.

MINIMUM REQUIREMENTS

- Team player who follows Sales Management Guidelines
- Excellent communication skills, self-motivated, self-starter, sense of urgency, personable, extroverted personality, well organized.
- Financially stable.
- Reliable car and clean driver's record.
- Computer literate.
- The ability to take quarterly trips to areas to be determined by the sales management team. (This could mean flying or driving, as well as being on the road for as long as 3-4 days per trip.)
- Required to attend the Annual Sales Meeting.
- Travel required.
- Willing to relocate preferred.